



**STATE OF CONNECTICUT**  
**MILITARY DEPARTMENT**  
**360 BROAD STREET, HARTFORD, CONNECTICUT 06105-3706**

**EMPLOYMENT OPPORTUNITY**

<b>TITLE</b>	Clerk Typist
<b># OF POSITIONS</b>	One (1)
<b>DIVISION/SECTION</b>	Air National Guard
<b>LOCATION</b>	ANG East Granby
<b>HOURS OF WORK</b>	40 Hours
<b>SALARY GROUP</b>	CL-10
<b>SALARY RANGE</b>	\$32,739 Min. Biwkly \$1,254.00 \$41,385 Max. Biwkly \$1,585.00

The State of Connecticut Military Department is currently seeking to fill a Clerk Typist position. This position is located in the Military Security Office at Bradley Air National Guard Base. East Granby. Candidates interested in this position should be able to perform a wide variety of general clerical functions including basic processing, reception, filing, record keeping, book keeping and typing.

**MINIMUM EXPERIENCE AND TRAINING REQUIREMENTS**

Knowledge of basic office procedures including proper telephone etiquette, and filing. Organizational skills a must, knowledge of web based and application programs desired. Must possess basic interpersonal skills: via oral and written communications; basic skills in performing arithmetical computations; ability to operate office equipment, computer terminals and other automated equipment; knowledge of Windows, Excel, Word, Outlook desirable with the ability to perform other basic clerical tasks as required. Applicant must be self motivated, able to follow instruction, prioritize tasks, and thrive in a fast paced environment.

**EXPERIENCE AND TRAINING**

**General Experience:**

Six (6) months as a Typist/Clerk/Receptionist or its equivalent.

**Substitution Allowed**

Graduation from high school with course work in typing.

**Special Requirements**

Position is subject to the exhaustion of the Reemployment and SEBAC lists. Applicant must be able to acquire a "Public Trust" clearance within 6 months of start date.

For information, contact Anthony Lewis at 860.548.3248, fax 860.548.3218, e-mail [anthony.lewis@po.state.ct.us](mailto:anthony.lewis@po.state.ct.us) to apply, submit application or resume **no later than November 30, 2009 to:**

**HARTFORD ARMORY**  
**MILITARY DEPARTMENT**  
**360 BROAD STREET**  
**HARTFORD, CT 06105**  
**PERSONNEL, ROOM 141**